

## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

July 10, 2003

**SUBJECT: FIELD TRAINING OFFICER SELECTION AND DESELECTION - ESTABLISHED**

**PURPOSE:** As mandated by a federal Consent Decree, the Department has established specific criteria for selecting sworn personnel to Field Training Officer (FTO) positions. Many of these requirements have already been established through a variety of directives; however, this Order provides a single-source document for the selection and deselection of sworn personnel to an FTO assignment.

**PROCEDURE:**

**I. FIELD TRAINING OFFICER SELECTION.**

**A. Assignment of position.** Sworn personnel working in a non-FTO position can be assigned to an FTO position in several ways, most commonly as:

- \* A current Police Officer III in a non-FTO position (e.g., coming from an in-house vice assignment and competing for an FTO position);
- \* A Police Officer II on a Police Officer III eligibility list competing for an FTO position via the advanced paygrade selection process; or,
- \* A Police Officer III (an existing FTO or non-FTO) laterally transferring into an FTO position (Memorandum No. 4, 1980).

Sworn personnel competing for an FTO assignment shall submit a Transfer Applicant Data Sheet, Form 15.88, their two most recent Performance Evaluation Reports, Form 1.78.0, and a current copy of their Training Evaluation and Management System (TEAMS) report (promotional/paygrade advancement TEAMS report only).

**B. Review of Selected Candidate's Work History and Evaluation of Findings.** In addition to reviewing documentation listed in I(A), managers shall utilize existing Departmental databases, information and other documents to assess a selected FTO candidate's work history, to include:

- \* A Complaint Index, Form 1.80; and,
- \* Adverse Judicial findings.

**Note:** The Legal Unit, Risk Management Group, shall be contacted for information on adverse judicial findings.

The intent of reviewing a selected candidate's work history is to assist in the evaluation of that candidate's appropriateness for FTO duties and responsibilities.

Supervisors and managers shall document their consideration of any sustained complaint, adverse judicial finding, or discipline against a selected candidate on a TEAMS Evaluation Report, Form 1.78.04, for each of the following:

- \* Excessive use of force;
- \* False arrest or charge;
- \* Improper search or seizure;
- \* Sexual harassment;
- \* Discrimination; or,
- \* Dishonesty.

Supervisors and managers may decide to select or retain an employee with a sustained complaint or adverse judicial finding in one or more of these categories. However, that decision must be justified in writing on a TEAMS Evaluation Report and retained in the interview/selection package.

**C. Review of Candidate's Work History and Evaluation of Findings - Lateral Transfers.** Sworn employees seeking to laterally transfer into an FTO position shall submit the following for review and approval by both the current commanding officer and the commanding officer of the gaining Area/division:

- \* Current TEAMS report(promotional/paygrade advancement TEAMS report only);
- \* Performance Evaluation Reports (two most recent), Form 1.78.0; and,

- \* Request for Transfer and/or Change in Paygrade, Form 1.40.0.

When approved, the documents shall be forwarded to and maintained at Personnel Division.

Upon actual transfer of a sworn employee, the gaining commanding officer shall conduct another work history review and assessment as outlined in Section (I)B of this Order. The review shall be placed in a divisional file maintained for all original completed TEAMS Evaluation Reports, Form 1.78.04.

**D. Tasks and Competencies.** Field Training Officers must be skilled, knowledgeable, and able to provide training to probationary officers in the areas of:

- \* Observing and evaluating performance;
- \* Providing training and feedback;
- \* Preparing documentation as specified in the FTO Manual;
- \* Oral communications;
- \* Interpersonal relations;
- \* Written communications;
- \* Coaching and evaluating;
- \* Department policies, programs, procedures and technical skills;
- \* Police and civil rights integrity issues;
- \* Problem solving;
- \* Analysis; and,
- \* Sensitivity to cultural and community diversity.

It remains the responsibility of each FTO to maintain proficiency in the performance of his/her assignment. The FTO must also remain in compliance with current requirements, including the successful completion of the Peace Officer Standards and Training mandated FTO School and any required FTO recertification course(s). It is incumbent upon commanding officers to continually monitor the performance of their command's FTOs and their compliance with FTO training standards.

The Department shall ensure that FTOs receive adequate training, including training to be an instructor, and training in Department policies and procedures to enable them to carry out their duties.

**E. Conditional Assignment Pending Training.** Every employee selected for or assigned to an FTO position shall have successfully completed FTO School prior to working with Phase I (i.e., ride-a-long from the police academy) or II probationary officers. A sworn employee assigned as an FTO who has prior FTO experience but has not worked in that capacity for a period of two or more years, shall also attend and successfully complete either the FTO School or an FTO refresher course prior to working with a Phase I or II probationary officer.

An officer's FTO assignment is conditional upon successful completion of the requisite school. If the officer is unable to successfully complete the requisite school, a Notice to Correct Deficiencies (NTC), Form General 78, will be served to the officer, who will then have 90 days to complete remedial training.

Absent exigent circumstances such as extended illness or injury, the FTO candidate will be downgraded or transferred to a non-FTO position if he/she fails to successfully complete remedial training, pursuant to Manual Sections 3/763.60 and 3/762.35. In the case of a downgrade and/or transfer of an employee during this conditional assignment phase, the employee may seek an administrative appeal via Employee Relations Group.

**Note:** The current Memorandum of Understanding (MOU #24) outlines the administrative appeal process and filing requirements.

Additionally, an officer who is deselected and downgraded from an FTO position may not seek a Police Officer III position until such time as he/she again passes the Police Officer III written examination.

An FTO's commanding officer shall have final authority for removing an FTO from the responsibility of training a Phase II probationer.

**II. FIELD TRAINING OFFICER DESELECTION.** Sworn employees assigned as FTOs may be deselected for acts or behaviors that would have disqualified them from selection as an FTO. Deselection of an FTO shall be consistent with the Department's downgrade and/or administrative transfer procedures (Department Manual Sections 3/762.35 and 3/763.60). Deselection shall be considered if it involves a sustained allegation in the categories listed in Section I(B) of this Order. The Letter of Transmittal for that complaint shall include either a recommendation to deselect or justification for retention.

**III. ACKNOWLEDGMENT RECEIPT.** All sworn employees seeking assignment to an FTO position shall complete an Acknowledgment Receipt (Acknowledgement). The Acknowledgment provides notice to employees that assignment to an FTO position is conditional pending successful completion of the requisite training, and that failure to complete the training will generally result in an employee's reassignment to a lower pay grade.

Sworn employees shall submit a signed Acknowledgment along with the Transfer Applicant Data Sheet and other required documentation as required to apply for an FTO position. Upon selection as an FTO, the Acknowledgment shall be filed in the employee's divisional personnel package. In the case of a lateral transfer from one FTO position to another, signing a new Acknowledgment shall not be necessary. If an employee leaves an FTO position for another paygrade advancement position, then wishes to return to an FTO position at a later time, a new Acknowledgment shall be signed. An Acknowledgement is attached and may be duplicated for immediate use.

**IV. COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officers shall, either prior to the oral interview for an FTO position or prior to approving a lateral transfer, ensure that each employee who may be conditionally assigned as an FTO reads and signs an Acknowledgment Receipt. For employees selected, the original Acknowledgement shall be placed in their divisional personnel package, and a copy shall be placed in their interview/selection package. For employees not selected, the original Acknowledgement shall be retained in their interview/selection package.

Commanding officers shall ensure that FTOs who fail to meet minimum FTO training requirements, or who otherwise display weakness in the FTO tasks and competencies, are provided appropriate remedial training. Commanding officers are also responsible for initiating a request for reassignment to a lower paygrade position when an FTO fails to successfully complete an FTO certification or recertification course, or otherwise demonstrates an inability or unwillingness to perform the essential duties of an FTO. The commanding officer shall report FTO deselections (limited to those resulting from poor performance or misconduct that would have precluded their initial selections as FTOs) within seven days of the action via an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Training Division. The Form 15.2 shall include the date of the action, the employee's name and serial number, and reason for the deselection.

In limited circumstances where it may be appropriate to initiate an administrative transfer without a reduction in paygrade, the commanding officer shall submit a request for an exception to the Chief of Police via the commanding officer's chain of command and Employee Relations Group. If that request is approved, the employee shall either be reassigned to a non-FTO position or administratively transferred pursuant to the provisions of Manual Section 3/762.35.

**V. COMMANDING OFFICER, TRAINING DIVISION, RESPONSIBILITY.**

The Commanding Officer, Training Division, shall ensure that all employees completing FTO School have been evaluated on their skills, knowledge, and ability to provide training in the tasks and competencies listed in Section I(D) of this Order. Each officer shall be evaluated on these requirements. A checklist of these tasks and competencies shall be prepared for each employee successfully completing the training and forwarded to that employee's assigned Area/division upon completion of training. The tasks and competencies checklist shall be maintained in the employee's divisional personnel package.

In the event an FTO fails to successfully complete FTO School or other required FTO recertification or refresher course, the Commanding Officer, Training Division, shall schedule the employee for remedial training as soon as practicable and shall, without delay, assign a supervisor

to counsel the employee and complete a Notice to Correct Deficiencies (NTCD), Form General 78. In the event an employee fails to successfully complete FTO school and remedial training, the employee's commanding officer shall be notified both verbally and via an Intradepartmental Correspondence.

**AMENDMENTS:** This Order amends Section 2/510.03 of the Department Manual.

**AUDIT RESPONSIBILITY.** The Commanding Officer, Office of Support Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachments

**Distribution "D"**